

## NEW EMPLOYEE SAFETY ORIENTATION

### I. INTRODUCTION:

- a. Name of Instructor: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Location of Safety Office: Bldg. \_\_\_\_\_ Floor \_\_\_\_\_ Room \_\_\_\_\_  
Telephone Number \_\_\_\_\_
- c. Title of Course: New Employee Safety Orientation
- d. Purpose of Course: To give new employees safety orientation on the Navy Safety and Occupational Health Program.

### II. NAVY AND COMMAND SAFETY POLICY: (Transparency)

- a. It is the Navy and Command policy to provide a safe and healthful workplace for all personnel.
- b. These conditions are insured through an aggressive and comprehensive occupational safety and health program fully endorsed by the Secretary of the Navy and implemented through the appropriate chain of command.
- c. Management has the responsibility for the maintenance of a safe and healthful workplace throughout the Navy.

### III. HOW THE NAVY SAFETY PROGRAM IS ACCOMPLISHED:

- a. Compliance with all applicable standards, instructions, regulations and codes.

(Examples)

OPNAVINST 5100.23B	Navy Occupational Safety and Health (NAVOSH) Program
NAVMEDCOMINST 5100.1	Activity Safety and Occupational Health Program
NMCNCRINST 5100.1	Occupational Safety and Health Program
OSHA	Occupational Safety and Health Administration
ANSI	American National Standards Institute

b. Safety Inspections:

- NOSHIP Inspections - Navy Occupational Safety and Health Inspection Program
- OSHME Inspections - Occupational Safety Health Management Evaluations by Regional Safety Office
- NAVOSH Inspections - Navy Occupational Safety and Health Inspections by Regional Safety Office

Collateral Duty  
Safety Officer  
Inspections

- Periodical Inspections by Collateral Duty Safety Officer

Supervisor Safety  
Inspections

- Monthly inspections by supervisor of his/her area of responsibility

A sample inspection report form can be found in enclosure (1).

c. Deficiency Abatement Program:

- (1) Each deficiency/hazard will be put on OPNAV Form 5100/12 (NAVOSH Deficiency Notice). This form is used for the abatement of the deficiency/hazard. See enclosure (2).
- (2) Each identified deficiency/hazard will be assigned a RAC (Risk Assessment Code). See enclosure (3).
- (3) Risk Assessment Codes 1 and 2 deficiencies shall be posted in the area of the deficiency until the deficiency has been corrected.
- (4) A record of all RACs 1, 2 and 3 will be kept in the Hazard Abatement Log until the deficiency has been corrected.

d. Prompt Abatement of Identified Deficiencies:

(Examples)

- (1) Engineering Controls - electrical insulation, double insulated equipment
- (2) Administrative Controls - hand rails, adequate lighting, soundproofing equipment in good working order  
good office equipment to prevent fatigue and eye strain
- (3) Personal Equipment - eye glasses properly fitted  
posture  
moderate exercise  
comfortable shoes

e. Procedures for all personnel to report suspected hazards to their supervisors and/or safety and health officials without fear of reprisal.

- (1) All Navy employees shall be encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor who will promptly investigate the situation and take appropriate corrective actions.

Supervisors will keep the reporting employee informed of all actions taken.

- (2) Any Navy employee may submit a written report of an unsafe or unhealthful working condition directly to the activity safety office. OPNAV Form 5100/11 (Navy Employee Report of Unsafe or Unhealthful Working Condition) can be used for this purpose. See enclosure (4).

Employees who wish to remain anonymous shall so indicate on the form.

- (3) Blank copies of such forms and procedures for their use shall be located in such areas convenient to all workplaces (e.g., bulletin boards, time clocks, etc.).
- (4) The safety office will investigate all reports brought to its attention. Alleged imminent danger situations will be investigated within 24 hours. Potentially serious situations shall be investigated within three days.
- (5) The safety office will provide an interim or complete response in writing to the originator of the report within 10 working days of receipt.
- (6) If the originator of a report is dissatisfied with the assessment of the alleged hazard made by the activity safety office or with actions taken to abate a confirmed hazard, he/she shall be encouraged to confer with the activity safety office to discuss the matter further.

If after this discussion the originator remains dissatisfied, an appeal in writing may be made to the activity Commanding Officer. See enclosure (5).

f. Ways in Which Training is Given to All Command Supervisory Personnel, All Military and All Civilian Personnel.

Examples:

Supervisor safety training given quarterly

New supervisor safety training given quarterly

New employee safety orientation training

Office safety training

Defensive driving safety training

On the job safety training, etc.

*- enclosure (6)*

g. Mishap Investigation, Reporting and Recordkeeping Procedures:

- (1) A mishap is any unplanned or unexpected event causing personal injury, occupational illness, death or material loss or damage, or an explosion of any kind whether damage occurs or not.
- (2) A mishap investigation is best conducted at the lowest level of supervision commensurate with the severity and circumstances of the mishap.
- (3) The mishap report shall be completed by the immediate supervisor of any injured employee. If no employee injury occurs, the supervisor in charge of the mishap area shall complete the mishap report. See enclosure (7).
- (4) The injured employee's immediate supervisor shall complete Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim For Continuation of Pay/Compensation).

The supervisor shall complete Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation) when needed. See enclosure (8).

Forms CA-1 and CA-2 shall be submitted to the activity's personnel office when completed.

(5) Summary of NAVOSH Reporting Requirements:

- (a) Personal Injury/Death/Occupational Illness Report
- (b) Material (Property) Damage Mishap Reporting Procedures
- (c) Quarterly Report of Navy Civilian Occupational Injuries and Illnesses
- (d) Annual Report of Civilian Occupational Injuries and Illnesses
- (e) Log of Navy Civilian Occupational Injuries and Illnesses

h. Comprehensive Occupational Health Surveillance Program, Both Medicine and Industrial Hygiene:

- (1) Occupational medicine focuses on the medical surveillance of employees potentially exposed to the hazards identified during the Industrial Hygiene Workplace Evaluation.
- (2) Industrial hygiene involves the surveillance of the workplace and the evaluation of any health hazards identified.

i. Workplace Monitoring Programs:

- (1) Fort Detrick Industrial Hygiene will assist with any monitoring of the workplace.
  - (a) Asbestos
  - (b) Lead in water fountains

j. Safety Councils and Committees:

- (1) The number of personnel does not warrant a safety council or committee.

IV. AWARENESS OF HAZARDS COMMON TO INDIVIDUAL'S WORK SITE, TRADE, OCCUPATION OR TASK

- a. Show film on office safety.
- b. On the job safety training given by employee's immediate supervisor.
- c. Specify safety training given by the activity safety office.